

Monthly Report of Operation Form Update

IDEM's Monthly Report of Operation (MRO) and Monthly Monitoring Report (MMR) forms were revised in 2002. Facilities were notified of the revisions by a letter included with the 2002 DMR forms. While most facilities are now using the updated forms, a few facilities are not. If you are using an IDEM MRO or MMR form obtained prior to 2002, it is outdated. Continued use of the old forms is not acceptable and may result in an enforcement action. One of the important changes is the requirement that both the principal executive officer and the certified operator must sign the MRO.

Also, facilities who are using forms they have created themselves need to make sure those forms contain all the information required by IDEM's current MRO and MMR forms. IDEM's form approvals granted prior to January 2002 were negated by the change in agency forms at that time. Anyone not using IDEM's forms, needs to formally submit their alternative forms to IDEM for approval (or re-approval, as the case may be). Those self-produced forms should be submitted to Don Daily.

MRO and MMR forms are now available in Excel format from IDEM. These Excel spreadsheet forms will do most of the calculations automatically. Use of this format is dependent on the user having access to a computer with Microsoft Excel (version 97 or higher) installed. Those who obtained IDEM's Excel MRO forms during 2002 should check our web site for the updated forms developed for 2003, unless the new 2003 form was sent to you last month.

MRO and MMR forms are also available from our web site in Acrobat PDF format (blank forms to be printed and filled in by hand). Use of the PDF format is dependent on the user having access to a computer with Adobe Acrobat or Acrobat Reader (version 4.0 or higher) installed. Acrobat Reader is also available from our web site or from the Adobe web site (<http://www.adobe.com>). Acrobat Reader is freeware.

The web address for obtaining the forms is <http://www.IN.gov/ideM/water/publications/appsforms.html#mro>. They may also be obtained electronically by contacting Don Daily at ddaily@dem.state.in.us. Those without web access may contact IDEM to receive either hard copies of the forms or a disk with the Excel version. To receive a hard copy of the form, call the person whose name and number appear in the upper right hand corner of your DMR form.